



## Administrative Policies and Procedures: 30.4

<b>Subject:</b>	Use of State Postal System
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Employees in Davidson County

### Policy Statement:

The Department of Children's Services Central Office and other DCS offices and facilities located in Davidson County shall utilize the Department of General Services, Division of State Postal Services to provide an efficient and economical mail system to ensure timely service for both incoming and outgoing mail. All other DCS offices and facilities will utilize the U.S. Postal Service for their mail services.

### Purpose:

To ensure that DCS offices and facilities located in Davidson County have adequate mail service and provide instructions to employees regarding specialty mailings and services.

### Procedures:

<b>A. Responsibilities</b>	The Director of Facilities and Support Services/designee will be responsible for ensuring that all departmental office locations within Davidson County are served by the Division of State Postal Services.
<b>B. Davidson County offices and facilities responsibilities</b>	<ol style="list-style-type: none"><li>1. Each DCS office location will contact the Director of Facilities and Support Services/designee when new mail services are needed or when there are problems with the state's postal services.</li><li>2. Woodland Hills YDC will contact the Division of State Postal Services regarding mail services.</li><li>3. Each DCS office location will have a central delivery point and will appoint a designated staff member to manage the daily responsibilities of mail services.</li></ol>
<b>C. Staff responsibilities</b>	<ol style="list-style-type: none"><li>1. All messenger mail must be enclosed in envelopes marked "MESSENGER" (preferably reusable State "messenger envelopes") with the appropriate employee's name, office and/or address and delivered to the central delivery point within the respective office.</li><li>2. All other correspondence must be addressed in the appropriate mail format (<i>i.e.</i>, name of addressee, complete street address, city, state and zip code).</li></ol>

	<ol style="list-style-type: none"><li>3. All correspondence for pick-up by state postal services must be bundled together with form <b>GS-0848, Postage</b>, filled out and delivered to the central delivery point within the respective office.</li><li>4. For additional information and services provided by the Department of General Services, Division of Postal Services, log onto <a href="http://www.tennessee.gov/generalserv/postal/index.html">http://www.tennessee.gov/generalserv/postal/index.html</a>.</li></ol>
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<b>Forms:</b>	<b>GS-0848 Postage</b> (Not a DCS Form)
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<b>Collateral documents:</b>	None
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